

Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg NC 28310-5000


FRMOI 25-12  
6 February 2002

Information Management

COURIER SCHEDULE

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FOR THE COMMANDER:



**KERRY R. PARKER**  
**COL, AD**  
**Chief of Staff**

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**PROPONENT:** The proponent of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

**SUPERSESSSION:** This FRMOI supersedes FRMOI 25-12, 19 Oct 01.

**APPENDIX A:** Courier Schedule (page 3)

**DISTRIBUTION:** A  
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:  
**[www.rotc1.bragg.army.mil](http://www.rotc1.bragg.army.mil)**

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1. **Purpose.** This FRMOI provides a schedule of the Headquarters, First Region (ROTC), Courier Service.
2. **Applicability.** This FRMOI is applicable to all organizational elements of this region located at Fort Bragg.
3. **General.**
  - a. Administrative Services Branch is responsible for providing courier service to First Region (ROTC) organizational elements located on Fort Bragg.
  - b. Courier service is provided on normal duty days. Service is NOT AVAILABLE on holidays, weekends, or when training holidays are declared.

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- c. The pick-up and dispatch point for Headquarters, First Region (ROTC), Building 2-5935, is in the Administrative Services Branch. Offices located in Headquarters, First Region (ROTC) are responsible for the pick-up and delivery of material at the dispatch point.
- d. Material to be dispatched should be delivered to the dispatch point as early as possible prior to departure of the courier in order to ensure acceptable distribution.
- e. Special courier runs may be arranged through coordination with Administrative Services Branch.

HEADQUARTERS, FIRST REGION (ROTC)  
FORT BRAGG COURIER SERVICE

Courier service is provided in accordance with the following schedule on normal duty days.  
Times may vary due to operational requirements.

MORNING RUN

1000 Depart Region Headquarters  
Fort Bragg Postal/Distribution Center

AFTERNOON RUN

1330 Depart Region Headquarters  
Fort Bragg Civilian Personnel Office

Special courier runs may be arranged through coordination with Administrative Services Branch.